

**SASIG Steering Committee
Conference Call
July 15, 2004**

Participants:

Loren Evenson, SO-10.1	Rob Ambrose, NTC/CTA
Sharon Shafer, OA-10	Kent Oelrich, LLNL
Joyce Jenks, ID	Clarice Bruce, RFETS
Bo Bohman, NNSA OST AL	Janice Leyba, RFETS
Becky Price, SRS	Sybil Cook, SRS
Valerie Anderson, ORISE	Sharon Fuller, ORNL

Class members - S&S Awareness Coordinators Training, National Training Center

Kelly Christiansen, Argonne West
Unica Gonzales, LANL
Clifford Gordon, LANL
Bill Husser, NNSA AL
Kirsten Kler, Bonneville Power Admin. (BPA)
Allen Lichvar, National Energy Tech. Lab (NETL)
Shirley Lindsay, LANL
Kayla Lozano, EM-3.1
Rick Martin, NNSA AL
Charles Montoya, SNL/NM
Margret Tibbetts, SNL/NM
Jessica Vasquez, WIPP
B. J. Voveris, NNSA AL
Kathleen Walker, Brookhaven

Highlights:

We welcomed attendees of the Safeguards and Security Awareness Coordinators Training, being conducted at the NTC the week of July 12. Rob Ambrose, instructor, called on class members to introduce themselves. We are glad that new awareness personnel could be on the call to hear about SASIG activities, and we invite them to participate in subsequent SASIG conference calls. Class members who are not already SASIG members will need to register with ORISE by going to the SASIG Web site, <http://www.ornl.gov/sa>, and clicking on Membership. Information submitted will go into the ORISE SASIG database. We will put their e-mail addresses on our conference call notification list.

Our SASIG Chair, Sylvia Lovelett, was unable to be on the call due to the death of her father. We will keep Sylvia and her family in our thoughts and prayers during this difficult time.

2005 SASIG Workshop and Meeting

The 2005 SASIG Workshop and Meeting will be held in Seattle, April 19 – 21, with the Boeing Company as Host. Christina Holbrook is our SASIG Steering Committee point-of-contact for the workshop. Workshop sessions and TRADEing POST will take place in a Boeing conference facility. The SASIG Steering Committee and S&S Awareness Quality Panel (SSAQP) will hold meetings on April 21 following the two-day workshop. We will plan an off-site “ice-breaker” for the evening of April 18.

Workshop Agenda

On last month’s call, Sylvia Lovelett asked members to consider sharing a Tools of the TRADE presentation. These presentations provide a sampling of various security activities from around the complex. Innovative approaches are especially welcome. Feel free to contact any of our Steering Committee members to discuss any ideas you may have for Tools.

LLNL has offered a presentation on ISSM. Kent Oelrich, who has talked in past workshops about ISSM, said the current ISSM Manager would like to share the new ISSM initiatives being put into place at LLNL.

Draft S&S Streamlined Directives

The Safeguards and Security streamlined directives continue to be available for review and comment; however, because they are “Official Use Only,” they are not on RevCom. For information and instructions on reviewing the directives go to:

<http://www.directives.doe.gov/pdfs/doe/doetext/restrict/draftord/470/o470s.pdf>. Loren Evenson has asked us to read and comment on directives applicable to our S&S Awareness Program found in DOE M 470.1-1, Attachment 2, Part 2, Section K. He encourages your comments on the other S&S directives as well. The deadline has been extended to August 16. In submitting comments, you may use an Excel spreadsheet that is available on a CD (check with your Security Office). You may send comments on the Awareness Program directly to Loren at loren.evenson@hq.doe.gov.

Personnel Security Inspectors Guide – OA

The SASIG Task Group formed to review and comment on OA’s draft Personnel Security Inspector’s Guide, Section 4, S&S Awareness Program, was asked to provide comments on a draft revision, issued June 2004. OA had incorporated most of the comments submitted earlier by the SASIG. Final comments on the revised Guide were submitted July 12. Our group appreciated the opportunity to further comment on the revision, and when OA issues the Guide, we will notify SASIG members of its publication.

S&S Awareness Coordinators Training – NTC

S&S Awareness Coordinators Training was held from July 12 - 16, 2004 at the National Training Center. We are pleased that members of the class could participate in our SASIG conference call. Rob Ambrose reported that 14 persons representing diverse DOE sites attended this training. The class addressed a few questions to the SASIG:

- 1) How do persons get their names on a list to receive DOE posters?

Requests concerning poster distribution should be sent to Ceil Rogers at cecellia.rogers@hq.doe.gov.

- 2) How long does a Security Awareness Coordinator need to maintain materials relevant to the S&S Awareness briefings?

The record retention should be in accordance with General Records Schedule 18, as supplemented by DOE Administrative Records Schedule 18 and any site requirements. The general requirement is to retain documentation of the briefing content for 2 years, and to retain documentation of attendance at Initial and Refresher Briefings for 5 years, at Comprehensive Briefings (which is documented by the SF-312) in the official personnel folder for the life of that folder or for 75 years if maintained in another location, and at Termination Briefings (which is documented by the Termination Statement) for 10 years.

- 3) Where are Termination Statements retained?

These records are retained in the individual's Personnel Security File (PSF).

- 4) Where are the SF-312's filed and how long are these retained?

The SF-312 is normally stored in the individual's personnel file; however, it may be stored in a separate file, other than the PSF, but it must be stored in a separate file if the individual's position is considered part of the intelligence community. If in the personnel file, it is kept for the life of the file; if outside the personnel file, it is kept 70 years.

- 5) Who maintains the official Sensitive Countries List for DOE? Is the Sensitive Subjects List current?

The Sensitive Countries List is put out by NA-24, who has declared that the List is OOU. The current Sensitive Subjects List was issued in 2001.

Safeguards and Security Awareness Handbook

The S&S Awareness Handbook, a product developed by the SASIG and available on the SASIG Web site, has information on the SF-312 and the required security briefings. The Handbook was updated prior to the NTC class with the new Security Regulations and Directives issued during the past year. Valerie sent Rob packets with the newly designed Handbook covers and spines (provided as handouts at the 2004 SASIG Workshop). If you were unable to be in New Orleans and would like a replacement cover sheet for your Handbook, please e-mail Valerie. We have a limited number left (before another printing) and will be glad to distribute these on a first-come basis.

Expanded SASIG Web Site

ORISE is developing an expanded Web site for the SASIG. A total redesign and restructuring of the site will be undertaken. We are planning for a variety of S&S Awareness Program resources to be available for downloading, to include posters, sample newsletters, briefings, handouts, etc. The SSAQP will have its own section. We are also planning for a portion of the site to be password-protected to accommodate OOU information. All material to be posted will be reviewed first by HQ. On the next call, we will plan to discuss the features and products you would like to see on this site. What would be useful to you? You may e-mail Valerie your suggestions. We already have a working outline of the content but want to make sure we include what the members want. ORISE programmers and designers will be working on this effort in the weeks to come. Our goal is an operational site by September 30.

Other

Chet Braswell, Hanford, has asked the SASIG members for ideas on how to get people to “think before they speak” about sensitive topics. He sees difficulty with employees’ separating sensitive and non-sensitive information. He would like to know how other sites are reminding employees to stop and think before speaking or e-mailing information of a sensitive nature. He asks, how do we “ring an employee’s bell?” If you have ideas, please e-mail Chet at c_e_chet_braswell@rl.gov.

The publication, *DOE This Month*, June 2004, has an article on p.11 about one of the DOE SIGs: the Emergency Management Issues Special Interest Group (EMI SIG). At the EMI SIG’s annual workshop in Washington, D.C., members heard Under Secretary of Energy, Linton Brooks, NNSA, speak on the importance of “making a difference” in the work we do. In like manner, involvement in the SASIG offers our members ideas and practical solutions to security awareness issues that, when implemented at local sites, contribute to strong S&S Awareness programs.

Valerie reported that Virginia Reams, our former SASIG Chair from the Oakland Site Office, is pursuing employment through the Livermore Site Office (LSO). The closing of the Oakland Office is imminent. All personnel who are transferring to the NNSA Service Center in Albuquerque are to report there on August 3, and the Oakland Office is scheduled for shut-down on September 3. Ben Turbinton is the LSO S&S Awareness Coordinator, assisted by Renee Perry.

Next Conference Call

Our monthly Steering Committee call will be on Thursday, August 19, at 1:00 p.m. EDT. The call number is 301-903-6064.